INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-047-80-07

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

All items were superseded by DAA-0047-2012-0002-0001

Date Reported: 12/28/2021

REQUEST FOR RECORD (See Instructions on reverse) TO: GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, BC 20408 1. FROM (AGENCY OR ESTABLISHMENT) Department of Health, Education, and Welfare 2. MAJOR SUBDIVISION Social Security Administration 3. MINOR SUBDIVISION Office of Operational Policy and Planning 4. NAME OF PERSON WITH WHOM TO CONFER Ermest P. Lardieri 5. CERTIFICATE OF AGENCY REPRESENTATIVE: I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's record that the records proposed for disposal in this Request of page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified. A Request for disposal after a specified period of time or request for permanent retention. C. DATE D. SIGNATURE OF AGENCY REPRESENTATIVE E. TITLE DEPARTMENT OF ITEM DEPARTMENT OF ITEM DO NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal of accordance with the provisions of 44 U.S.C. 3303a the disposal naccordance with the provisions of 44 U.S.C. 3303a the disposal of pages, including amendest, is approved except for items that be stamped "disposal not approved" or "withdrawn" in column of the United State. S. CERTIFICATE OF AGENCY REPRESENTATIVE A Request for disposal in this Request of page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified. A Request for disposal after a specified period of time or request for permanent retention. C. DATE D. SIGNATURE OF AGENCY REPRESENTATIVE E. TITLE Departmental Records Management Officer 2. DESCRIPTION OF ITEM D. DESC	e	<u></u>		Red	NC0 21	-9×180 R
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2. Social Security Rulings Records		2. Social Security Rulings Recor	rds			
History folders pertaining to technical and legal issuances on retirement and survivors, health, disability,		History folders pertaining to tector retirement and survivors, heal	chnical and l Lth, disabili	egal issuances	8 ton	
115-107 / STANDARD FORM 115	115_107	<u> </u>			STANDARD	FORM 115

-Revised April, 1975
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

INSTRUCTIONS

General Instructions:

Use Standard Form 115 (obtainable from supply depots of the Federal Supply Service, General Services Administration) and the continuation sheet Standard Form 115a (obtainable from the Reconstitution of the standard form 115a (obtainable from the Reconstitution of the standard form 115a (obtainable from the Reconstitution of the standard form 115a (obtainable from the Reconstitution of the standard form 115a (obtainable from the Reconstitution of the standard form 115a (obtainable from the Reconstitution of the standard form 115a (obtainable from the Reconstitution of the standard form 115a (obtainable from the Reconstitution of the standard form 115a (obtainable from the Reconstitution of the standard form 115a (obtainable from the Reconstitution of the standard form). ords Disposition Division. Office of Federal Records Centers, National Archives and Records Service, Washington, D.C. 20408) to obtain authority to dispose of records or to request permanent retention of records. Detach the fifth copy from the set and keep as your reference copy. Submit the first four copies of the set to the National Archives and Records Service. One copy will be returned to the agency as notification of items that are authorized for disposal. Items withdrawn or not approved for disposal will be so marked, Each SF 115 requiring Comptroller General concurrence must be accompanied by a notification of approval from GAO.

Specific Instructions: -

Entries 1, 2, and 3 should show what agency has custody of the records that are identified on the form, and should contain the name of the department or independent agency, and its major and minor subdivisions.

Entries 4 and 5 should help identify and locate the person to whom inquiries regarding the records should be directed.

Entry 6 should be signed and dated on the four copies by the agency representative. The number of pages involved in the request should be inserted. () 5 4 70 70

Box A should be checked if the records may be disposed of immediately. Box B should be checked if continuing disposal authority is requested or if permanent retention is requested. Only one box may be checked.

Entry 7 should contain the numbers of the items of records identified on the form in sequence, i.e., 1, 2, 3, 4, etc.

Entry 8 should show what records are proposed for disposal.

Center headings should indicate what office's records are involved if all records described on the form are not those of the same office or if they are records created by another office or agency.

An identification should be provided of the types of records inare photographic records, sound recordings, or cartographic records.

An itemization and accurate identification should be provided of the series of records that are proposed for disposal or retention. Each series should comprise the largest practical grouping of separately organized and logically related materials that can be treated as a single unit for purposes of disposal. Component parts of a series may be listed separately if numbered consecutively as 1a, 1b, etc., under the general series entry 15cm

A statement should be provided showing when disposal is to be made of the records, thus:

If immediate disposal is requested of past accumulations of records, the inclusive dates during which the records were produced should be stated. *

If continuing disposal is requested for records that have accumulated or will continue to accumulate, the retention period may be expressed in terms of years, months, etc., or in terms of future actions or events. A future action or event that is to determine the retention period must be objective and definite. If disposal of the records is contingent upon their being microfilmed, or otherwise reproduced or recorded on machine readable media, the retention period should read: "Until ascertained that reproduced copies or recordings have been made in accordance with GSA regulations and are adequate substitutes for the paper records." Also, the provisions of FPMR §.101-11.5 should be observed.

Entry 9 should be checked if samples are submitted for an item. However, samples of the records are not required unless they are requested by the NARS appraiser. (If an item has been previously -submitted, the-relevant job and item-number should be entered.

Entry 10 should be left blank.

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Request	or Records Disposition Authority—Continuation	JOB No.		PAGE OF 3
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO	10. ACTION TAKEN
	supplementary security income, and miner's benefits grams. These issuances are published quarterly as Security Rulings. The quarterly bulletins are repu annually in the Cumulative Bulletin of Social Secur Rulings. Included are related background material, ances, and published copies of the rulings.	Social blished ity	•	
,	Permanent. Transfer to WNRC 2 years after the year which dated. Retain 15 additional years. Offer to National Archives when 17 years old.			
	3. Social Security Handbook Records			
	Copies of additions and changes to each chapter of Social Security Handbook which are prepared for new book editions. Included are intercomponent comment reviews, preliminary and intercomponent drafts, and copies sent to be printed.	hand - s and	•	
	Permanent. Transfer to WNRC 2 years after the year which dated. Retain 15 additional years. Offer to National Archives when 17 years old.			
	4. Program Policy Statements Records	4		
	Original and microfilm copies of history folders of gram Policy Statements (PPS). PPS's are formal state distributed SSA-wide, of social security program por for which regulations and operating policies and in tions are written. They are developed, as necessary establish new or revised policy as the result of letion, Commissioner's Decisions, precedential court decisions, Office of the General Counsel opinions, confirm or clarify existing policy. Included in the history file are intercomponent comments and clearary draft versions of the PPS, final version, and relations are decigned.	tements, licy struc- y, to gisla- and to e nces,		
	a. Office Responsible for Development of PPS			
	(1) Original Documents			
	Destroy when microfilm has been proven acceptable.			
	(2) <u>Microfilm</u>			
	. Permanent. Offer microfilm to the Nat Archives when 20 years old.	ional		

Recalest (or Records Disposition Authority – Continuation	JOB NO		PAGE OF, 3
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO	10. ACTION TAKEN
	b. Other Offices	-		
	Destroy after 2 years.			
	5. Policy and Precedent Files			
	Original and microfilm copies of documents establish policy and/or precedent for Social Security Programs Included are formal statements of policy and substant procedure, standards, criteria, interpretations and fications, administrative determinations, and similar records that provide a basis for program action.	s. ntive clari-		
	a. <u>Original Documents</u>			
	Destroy when microfilm has been proven accep	table.		
	b. Microfilm		•	
	Permanent. Offer microfilm to the National Archives when 20 years old.			
	This certifies that the records described or form will be microfilmed in accordance with standards set forth in 41 CFR 101-11.506.			
	Since SSA will store the original microfilm, this certifies that storage conditions will here to the standards in 41CFR 101-11.507 at 508. Inspection of this microfilm will be of the standards of the standards are standards.	ad- nd on-	-	
,	ducted 2 years after filming and every 2 year thereafter as required by 41CFR 101-11.507-2			
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